



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday, 2nd August 2022 at 7 p.m. in the Council Chamber of Colne Town Hall

In attendance: Cllr D. Clegg (Chairman), Cllr G. Clegg, Cllr D. Cockburn-Price (Vice-Chairman), Cllr J. Nixon, Cllr H. Thomas and Cllr B. Wildman.

Others in attendance: Ms G. Langley (Town Clerk & Responsible Financial Officer).

1. Welcome

The Chairman welcomed all to the August 2022 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr E. Cornish and were duly accepted.

3. Declarations of Interest

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

No declarations were received.

Before going onto the minutes, the Chairman indicated a wish to change the agenda order slightly. The Chairman proposed that item 10 be discussed immediately after item 12 due to the two items being interrelated.

The Committee were in approval of this course of action.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday 5th July 2022.
(Decision required)

The Minutes of the meeting held on Tuesday, 5th July 2022 were accepted as a true and accurate record.

*Proposed by Cllr D. Cockburn-Price
Approved by Committee*

Seconded by Cllr G. Clegg

5. Public Forum

To consider questions, statements or petitions from members of the public who are welcome to the meeting and have a total collectively of 15 minutes to make their representations to the Committee.

No public were in attendance.

6. Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting. Such an exclusion would need to be on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972. (Decision required)

It was proposed that Items 16 and 17 on the agenda be deemed as private items due to the sensitive nature of the items being discussed. If any members of the public should be present at the time of discussion of these items, they will be asked to leave the meeting.

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 26th July 2022. (Decision required)

- a) Financial Budget Summary.
- b) Income & Expenditure Report.
- c) Balance Sheet.

Following a short discussion, the presented documents were approved by the Committee.

***Proposed by Cllr D. Cockburn-Price
Approved by Committee***

Seconded by Cllr H. Thomas

8. Grant Request – PWCGBA

To consider the budgets presented and decide on an appropriate funding source for the approved grant request. (Decision required)

The Chairman explained that this grant request was approved at the last Full Council meeting and has come to this committee to decide where the funding will be taken from.

Following a short discussion, Members agreed to take the funding from the Community Development Earmarked Reserve.

***Proposed by Cllr D. Clegg
Approved by Committee***

Seconded by Cllr D. Cockburn-Price

9. Grant Request – Colne Open Door

To consider a grant request for the Open Gate Fruit for All Project, with a view to making recommendations to Full Council. (Decision required)

After a brief discussion, Members agreed to recommend that Full Council approve the Grant Request from Colne Open Door.

***Proposed by Cllr H. Thomas
Approved by Committee***

Seconded by Cllr D. Cockburn-Price

10. Colne BID Request

To consider a request from the BID Manager regarding their planned Food and Drink Festival in October 2022. (Decision required)

It was proposed that the Town Council help with the event by opening the Town Hall and providing tours as was the case during the Jubilee Event. It was suggested that, rather than having everything free, the Town Council charge a notional amount for drinks and refreshments on the day.

Action: Town Clerk / Events Officer to commence with the organisation of the operational elements to facilitate this.

11. Health & Safety Training

To consider a proposal from TPB Training regarding Health & Safety Training for Council Officers. (Decision required)

The Town Clerk explained that the Council's Health & Safety policy states that as the proper officer, the Town Clerk is primarily responsible for Health & Safety in regard to the Town Council and the services it provides. The previous Clerk was sufficiently qualified for this however, the existing Clerk and Council Officers will need to be trained. The training company has put together a proposal to assist the Town Council whilst Officers are put through the appropriate training.

Following a discussion, the Committee approved the Health & Safety Consultancy programme put forward by the TPB Group and Members agreed that this would be funded from the Staffing Earmarked Reserve.

**Proposed by Cllr D. Cockburn-Price
Approved by Committee**

Seconded by Cllr H. Thomas

12. Overtime Policy

To consider the proposed amendments to the Town Council's current overtime policy. (Decision required)

After a brief discussion, Members approved the amendments to the Overtime Policy for recommendation to Full Council.

**Proposed by Cllr H. Thomas
Approved by Committee**

Seconded by Cllr D. Cockburn-Price

13. Town Hall Maintenance

To receive an update on any scheduled works or identified maintenance issues. (Information only)

The Town Clerk informed the Committee that the plasterers have now finished in the two rooms which suffered water ingress over the winter. There have been a few issues, however the contractor has assured Officers that the work will be completed by the Bank Holiday Weekend.

The new Access Control system has now been installed, and all door fobs will be re-programmed accordingly in due course.

The Town Hall maintenance update was noted by the Committee.

14. Items for a future month's Agenda

Points raised under this item are for information only, any debate should be limited to five minutes only and to consider the items for the agenda for a future month. (Information only)

- *The remaining Grounds Maintenance Tender Documents*

15. Date & Time of Next Regular Meeting

The next FES Committee meeting is scheduled for Tuesday, 6th September at 7.00 p.m.

Exclusion of the Public

16. Private Item: Rental Property Update

To receive a verbal update from the Town Clerk / RFO regarding one of the Town Council's Rental Properties. (Information only)

The Town Clerk gave an update on the termination of the existing lease arrangement.

The update from the Town Clerk was noted by the Committee.

17. Private Item: Grounds Maintenance Tender Documents

To consider the proposed Tender Documents for GM2 and GM3 with a view to making recommendations to Full Council. (Decision required)

The documents were presented to the Committee, following a short discussion and subject to some minor amendments, the Tender Documents for GM2 and GM3 were approved for recommendation to Full Council.

***Proposed by Cllr D. Cockburn-Price
Approved by Committee***

Seconded by Cllr J. Nixon

This meeting was concluded at 8.30 p.m.